Sample Weekly Log

Example 1
Log: Week 1

Date	Hours	Activity	Category
Mon. 1/19/04	4 hrs 5 min	Technology committee meeting discussing what will be needed, work on presentation, discuss construction of extra classes for next year and prediction of enrollment, discussion of speech placement and special education programs, discussion of placement of special education student, assist teacher to her car, attend school board meeting.	**I.** Curriculum; **III.** Climate/Community Relations; **IV.** Organizational/Building Management; **V.** Technology; **VII**. School Board/Central Office/Union Relations;
Tues. 1/20/04	3 hrs 5 min	Building walk, greet children, help to solve a testing problem for first grade, kindergarten assistance, bus time dismissal, explain technology at teachers meeting, work on presentation, assist teacher to her car, PTO meeting.	**I.** Curriculum; **III.** Climate/Community Relations; **IV.** Organizational/Building Management; **V.** Technology;
Wed. 1/21/04	1 hr 15min	Building walk, talk with teachers, discuss web site, greet children, kindergarten assistance, bus time dismissal, assist teacher to and from car	**I.** Curriculum; **III.** Climate/Community Relations; **IV.** Organizational/Building Management; **V.** Technology
Thur. 1/22/04	1 hr 5 min	Building walk, greet children, kindergarten assistance, talk to parent about child's behavior, bus time dismissal, talk to PTO president about fun fair.	**I.** Curriculum; **II.** Discipline **III.** Climate/Community Relations; **IV.** Organizational/Building Management; **V.** Technology
Fri. 1/23/04	1hr 10 min	Building walk, greet children, kindergarten assistance, bus time dismissal, discuss principal's meeting.	**I.** Curriculum; **III.** Climate/Community Relations; IV**.** Organizational/Building Management; **V.** Technology **VII**. School Board/Central Office/Union Relations;
Sat. 1/24/04	2 hrs	Worked on technology presentation for in-service on Tuesday.	**V.** Technology

Example 2

Week	Hours for the week	I. Curriculum And Instructruction	II. Discipline	III. Climate/ Community Relations	IV. Organizational/ Building Management	V. Technology	VI. Transportation	VII. School Board/ Central Office/ Union Relations	VIII. Special Education
1/19-1/24	12hr 40 min	40 min	10 min	95 min	80 min	260 min	190 min	85 min	
Total hours accumulated:	12 hrs 40 min								
Total hours still needed:	137 hr 20 min								